State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD 29-06
May 1, 2006

TO: **Summer Food Service Administrators**
           Commodity Contacts

FROM: **Tina Herzog, Program Director**
           Food Distribution Program

SUBJECT: **2006 Simplified Summer Food Service Program Welcome Packet**

The following forms & instructions are enclosed for use during the 2006 Summer Food Service
Program:

- Program Overview
- Commodity Notice of Arrival (NOA)
- Refusal Procedures
- Ordering Procedures
- Storage Self Evaluation Form
- Food Storage Temperature Chart
- Perpetual Inventory Chart
- USDA Donated Food Loss Form with procedures
- USDA Inventory Transfer Form (applicable to Simplified SFSP only)
- Sample Storage Contract
- Contact Sheet

Physical Inventory

The last day to receive commodities will be June 2nd. The week of June 19th physical
inventory will be conducted by the Arizona Department of Education at US Foodservice.   We
anticipate that deliveries will resume by July 31st.   Therefore, no deliveries will be made from
June 10th through July 31st. Please take this into consideration when you are planning
commodity orders so that your delivery can be made prior to June 10th. After July 31st,
commodities will be available to order only through surplus requests.

Commodity Notice of Arrival (NOA)

All allocations are posted to the Internet Food Distribution web site. If you have attended training, you will have the required password to access the allocations and post your refusals and orders directly on-line. The top right hand corner will show an entitlement figure with which you can order commodities from. All allocated commodities are immediately available for you to order for delivery. **For those schools that <u>only</u> participate in the SFSP and are not registered as an on-line user**, call the Food Distribution staff to access your allocations and place your order.

Refusal Procedures

<u>To prevent excess storage charges</u>, as well as, making items available to other schools, **immediately refuse** commodities your district cannot use. **On-line refusal procedures** are included in this packet. Once a commodity has been chosen for refusal, please indicate the case amount in the quantity column on the on-line Internet refusal form. As soon as a commodity has been refused, it will be removed from your allocation and returned to surplus inventory for other districts to use. Again, for those **schools not on-line due to participation exclusively in SFSP**, you may contact the Food Distribution staff to enter your refusals.

Ordering Procedures

All orders must be placed directly on-line. <u>Exceptions will only be granted to schools that are exclusively on the SFSP that do not have access to the CNP2000 program online</u>. Those schools may contact Food Distribution staff or US Foodservice by phone to place an order. US Foodservice's contact information is enclosed with this packet. It is the sponsor's responsibility to submit on-line commodity orders for cases that have not been refused. US Foodservice requires a 72-hour lead-time prior to delivering of orders. **The last day commodities can be received is June 2nd. Orders must be submitted on line 72 hours prior to your assigned delivery day.**

Delivery Charges

US Foodservice charges a per case delivery charge based upon three delivery options. Prices are as follows:

* Prep Site	$3.10 per case (10 or 20 case minimum)
	ADP < 250 = 10 case minimum
	ADP > 251 = 20 case minimum
* Sponsor warehouse	$2.95 per case (100 case minimum w/ exchangeable pallets)
* Pick up at US Foods	$2.14 per case (100 case minimum w/ exchangeable pallets & a refrigerated truck)

Billing from US Foodservice

The warehouse driver will deliver the distribution fee invoice the same time he delivers your commodities. All payments are due within 30 days. If payment is not received by the due date, you will be placed on a "no ship" status with US Foodservice until the invoice has been paid.

Storage Self Evaluation Form and Food Storage Temperature Chart

The self evaluation form must be completed and kept in your files. The temperature chart must be completed daily for all three storage areas (ie: freezer, chilled and dry). This form must also be kept on site and in your files.

Perpetual Inventory Chart with instructions

To best track commodities, perpetual inventory is a tool that is necessary for inventory management. Instructions are provided to utilize the chart and know at any given time what inventory is on hand to best plan your order and refusal.

USDA Inventory Transfer Form

Simplified SFSP sponsors that do not participate in the National School Lunch Program (NSLP) should complete this form to transfer remaining commodities to a qualifying NSLP sponsor at the end of the SFSP. If a sponsor is participating in the NSLP and has commodities left at the end of the school year, they may be used in the SFSP and vice versa. Processed commodities from the NSLP may also be transferred into SFSP. Documentation is **not** required to show movement of inventory between approved NSLP & SFSP for the same sponsor only between different sponsoring organizations.

USDA Donated Food Loss Form with instructions

When there are commodities that are out of condition, the loss form must be completed. The purpose of this form is to show an audit trail of inventory movement. If the value of the **commodity loss is $2,500 or more**, it must be submitted to ADE. If the value of the **commodity loss is less than $2,500**, keep form on file for review upon request by auditor.

Sample Storage Contract

This form is only necessary when your commodities exceed available storage space. The language identified in this sample contract will protect the school owning the commodities and is recommended for all sub-storage contracts.

Surplus Request Form

If you are interested in obtaining any commodities from surplus, contact Danielle Bowman at 602-542-8729 or by e-mail at Danielle.Bowman@azed.gov.

If you have any questions regarding the SFSP, please contact your specialist at (602) 542-8700. If you have a commodity question, please contact the Food Distribution Team.

Tina Herzog, Program Director – Tina.Herzog@azed.gov; (602) 542-8781
Leona Benally, Processing Specialist – Leona.Benally@azed.gov, (602) 364-1965
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